



**Veterans Assistance Commission of Franklin
County
901 Public Square
Benton, IL 62812
(618) 435-9836
Vacfc.org**



VAC Order of Conducting a Meeting

1. Pledge of Allegiance
2. Roll Call of Delegates/Alternates
3. Reading of Minutes from previous meeting, followed by approval of these Minutes
4. Reports: Superintendent, Committees, and/or Officers
5. Old Business
6. New Business
7. "Round the Horn" –Updates/Announcements from member organizations present
8. Initial setting of next meeting agenda
9. Closing of meeting